PROCARD 101

Process from beginning to end :)

College of Education | November 2025

Agenda

Introduction

01 Why is this happening?

Due to recent budget reductions, our finance team has experienced a decrease in staffing capacity. As a result, certain services such as verification for non-fiscal ProCard holders will no longer be supported.

To ensure consistency and sustainability, we will align our process with other colleges where all ProCard holders are responsible for verifying their own transactions.

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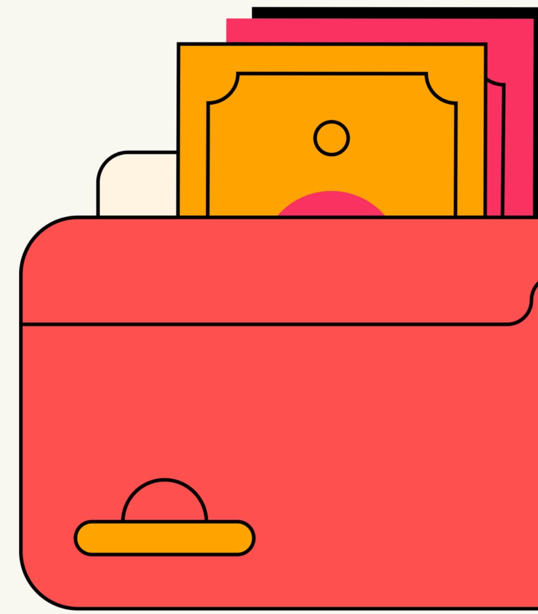
02 Rules & Updates: ProCard



The UW ProCard is a Visa card for faculty and staff to make small UW business purchases.

- **Regulations**- Card use must align with Washington State & UW purchasing regulations and be for UW business only (no personal expenditures).
- **Applying** - Before applying you must complete required training (including the DES Procurement training) and get departmental/unit approval.
- **Renewal** - Renewal and assessment needed every 3 years.

SUSPENSION POLICY

Cards with unverified transactions older than three fiscal months will be suspended until all are verified; repeated suspensions can lead to closure.

Purchasing ProCard

Default limits:

- $4,999 per transaction and $40,000 per month.
- Request increases through the UW Connect Form.

College specific:

- all ProCard purchases require a TREQ.
- Limit increase requests or anything contract related must route through Shared Environment first.

Basic Rules:

- Use only for official UW business, never personal expenses.
- Do not split purchases to bypass the single-transaction limit.
- Ship to UW business addresses only; home delivery requires prior approval.
- Review allowable and unallowable expenses on the ProCard site (no travel purchases on ProCard).

Security:

- Keep your card secure and do not share the number.
- Report lost, stolen, or compromised cards to JPMorgan Chase and the ProCard Office immediately.
- For disputes or fraud, reach out to the ProCard Office for guidance.

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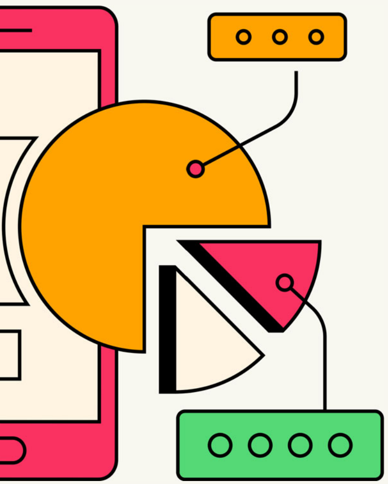
03 How to Submit a TREQ



- **Why TREQ?** ---> Department and budget approval + replaces our OG JP Morgan "cover page"
- **When TREQ?** ---> For every purchase, big and small :) If you have a purchase memo you can make your TREQ after making the purchase, but a TREQ is still required.
- **Who's TREQ?** ---> I'm so glad you asked, let's walk through it!

PURCHASE MEMO: A purchase memo is a written delegation that allows designated staff to make specific low-dollar, business-related purchases without prior approval. Memos must be reviewed and renewed annually.

TREQ Tips

01

Events & Reocurring charges: Submit an "Other Pre-Authorization" covering the full project period or fiscal year. When you need to make a charge, select "+ Make a Purchase" on the original Pre-Authorization.

02

Adding a Task & Ref#: To make tracking easier, add a task to the TREQ for any orders you'll need to verify. Include the ProCard Workday reference number in the TREQ so you can easily cross-reference and locate both the TREQ and the verification later.

03

Updating a TREQ: You can edit a treq after it's been completed by adding a new task and refereshing the page!

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04 How to Verify a ProCard Charge

- **How Often?** Verify transactions daily or weekly to ensure they post in the correct fiscal month.
- **Finding Charges:** Cardholders can find the "My Procurement Card Transactions" through the search bar in Workday. Run weekly to keep track of charges in "draft" status new charges.
- **Multiple Transactions:** Avoid verifying multiple transactions together unless all share the same funding source.

SALES VS USE TAX: Select ***"Sales Tax Collected"*** if the vendor charged tax at purchase; select ***"Default Tax Option"*** if no tax was charged (e.g., online or out-of-state).

Helpful Reports

R1439 - Find Credit Card Transaction

- Displays ProCard transactions that are in draft or new status.
- **Audience:** Staff responsible for verifying charges and administrators monitoring verification progress.

R1438 - Find Procurement Card Transaction Verification

- Displays ProCard verifications that are in progress.
- **Audience:** Staff verifying charges and administrators tracking verification activity.

R0552 - Business Processes in Flight Initiated by Me

- Displays transactions submitted by the report runner and shows the next approval step (In Progress).
- **Audience:** Cardholders monitoring the status of their submitted charges.

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05 Questions & Resources

UW ProCard Resources:

- ProCard Website
- ProCard Cardholder eLearning Training (Updated!)
- ProCard Card Verification Training (New)
- ProCard Renewal Training (Updated!)
- Allowable & Unallowable Expenditures

COE ProCard Resources:

- TREQ Scribes (email)
- ProCard SOP (email)
- ProCard Scribes (email)
- edfiscal@uw.edu (email for questions related to verification)
- Weekly reoports (sent Monday)